ISIS HR
Quick Tips

Revisions to Chapter 10: Performance Planning and Review

How do I effectively monitor supervisor compliance with the Chapter 10 PPR revisions to determine merit eligibility?

On June 3, 2009, Chapter 10 of the Civil Service Rules was revised to require that a supervisor who does not conduct a timely planning and/or rating session on one of his subordinates will be ineligible for a merit increase. The rules further state that appointing authorities may grant exceptions if, and only if, the subordinate employee was on extended leave (usually more than 9 months) during the rating period or if the employee has transferred into the Department from another state Department within 90 days of the anniversary or rating date. These rules will go into effect on July 15, 2009 per General Circular 1773.

Agencies can run the ZP117: Appraisal Report to ensure compliance (if accurate and timely information is being recorded in the ISIS HR system). The appraisal period, personnel area and appraiser personnel number must be populated. The appraisal period for 2009 should be 7/15/09 (the effective date of the rule change) through the employee's anniversary date to determine if their subordinates' PPR planning and rating sessions were completed timely. For subsequent years, the appraisal period should be one year prior to the anniversary date. For example, if the anniversary date is 12/05/2010, then the appraisal period should be 12/06/2009 through 12/05/2010.

The report output reflects the employee's ratings that were completed the previous year, which would include any unrated appraisals, along with a "Plan Sess Compl" (Next Year Planning Completed) column to ensure planning sessions were completed. Agencies are strongly encouraged to utilize the "Next Year Planning Completed" checkbox on the Appraisals infotype (0025).

For questions regarding Chapter 10 PPR Revisions, please contact your Assistance Team Coordinator. Additional information on PPRs can be found in the HR Handbook under PPR Resources.

Questions? Call the HRIS Program Consultant at (225) 219-9439